



## **DHS/DFCS – Afterschool Care Program Monitor**

**Job Number:**  
**00188633**

**Job Posting:** January 19, 2017

**Closing Date:** Until Filled

**Primary Location:** Fulton Co-Atlanta GA

**Number of Openings:** 1

**Job:** Social Services

**Shift:** Day Job

**SALARY:** Pay Grade: L

**Salary Range:** \$40,982.94 - \$58,547.06

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- Practice Model: Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- Robust Workforce Development: Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- Constituent Engagement: Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Afterschool Care Program Monitor**. This position reports to the Afterschool Care Program Manager, and will be housed at 2 Peachtree Street NW, Atlanta, GA 30303 in downtown Atlanta, GA. The Program Monitor provides administrative and on-site monitoring and training of DFCS Afterschool Care Program contracts and service providers. Moderate statewide travel will be required. The successful candidate will be motivated and passionate about changing the lives of children and families and working with communities. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

## **Job Summary & Responsibilities:**

Under general supervision, the **Afterschool Care Program Monitor**:

- Assists in the maintenance of the Afterschool Care Program monitoring process of all contractors:
  - Partners with additional Afterschool Program Monitor(s) within the Afterschool Care Program to ensure all monitoring forms and manuals remain up-to-date and in accordance with departmental procedures and regulations.
  - Provides an on-going analysis and system of monitoring of contractor programmatic activities and services to ensure established contract deliverables are being met.
  - Formulates a corrective action plan for contractors, when necessary.
- Monitors community-based and public agency contracts for organizations and agencies who serve youth during the out-of-school time.
  - Reviews all Afterschool contracts and contract deliverables thoroughly to assess contractor compliance.
  - Reviews all submitted monthly invoices and Report of Match Contribution Forms from contractors thoroughly to assure departmental Maintenance of Effort (MOE) compliance with federal regulations.
  - Provides clarification and guidance to contractors regarding departmental and federal regulations and requirements, when needed.
  - Assists Afterschool Care Program Manager with training to providers in the area of identifying, recording and submitting contractor match information for the department's MOE.
  - Conducts quarterly on-site monitoring site visits to review contractor files and additional contractor programmatic elements required by the contract and the Department.
- Maintains knowledge of current trends and developments in the out-of-school time and emergency management fields by reading appropriate books, journals, and other literature and attending related seminars and conferences. Applies pertinent new knowledge to performance of other responsibilities.
  - Attends internal and external educational programs and professional meetings as available for continuing professional education.
  - Attends regular meetings of available and applicable professional organizations.
  - Reads and evaluates professional literature on continual basis; translates complex or technical information into a format that can be understood by others and distributes as needed.
  - Incorporates knowledge of pertinent new trends and developments into program policies and procedures. Makes recommendations for any related programmatic changes.
- Assists with the development, planning and management of other initiatives, projects and programs as needed and requested.
- Performs other professional responsibilities as assigned.

## **Core Competencies:**

- Valid driver's license, satisfactory driving record and willingness to engage in state-wide work related travel.
- Experience making decisions in compliance with agency specific rules, regulations, policies and procedures.
- Prepare and review budget and other financial reports.
- Excellent attention to detail.
- Ability to effectively communicate information to subordinate staff relative to work assignments and expectations.
- Excellent oral, written, analytical, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.

**Qualifications:**

- Bachelor's degree in business or related field from an accredited college or university **and** Four (4) years of experience related to area of assignment.

**Preferred Qualifications:**

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Master's or Bachelor's degree in Public Administration, Sociology, Child and/or Adolescent Development, Organizational and Human Development or a related area from an approved, accredited college or university.
- At least two (2) years' work experience providing technical assistance and/or training to federal and/or state funded programs.

**Note:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

Visit <http://team.georgia.gov/> for more information.

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**Criminal Background Checks/Applicant Privacy Rights**

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

[http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

[The Georgia Department of Human Services](#) (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).